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IA 9 – Terrorism

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IA 9. Terrorism

This annex can be applied to incidents involving weapons of mass destruction and chemical, biological, radiological, nuclear and explosive materials.

Law enforcement agencies will normally take the lead role in crisis management. The Shasta County Sheriff’s Office has the lead role in terrorism crisis management within unincorporated areas of the County. The lead agencies for the State and federal government are California Highway Patrol and the Federal Bureau of Investigations.

The laws of the United States assign primary authority to State and local governments to respond to the consequences of terrorism; the federal government provides assistance as required. The Shasta County Operational Area Emergency Operations Center typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the County Health and Human Services Agency will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. California Office of Emergency Services and Federal Emergency Management Agency are the State and Federal consequence management leads.

Terrorism Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Continue to maintain and revise, as needed, the appropriate emergency response plans relating to terrorism response, including the County Emergency Operations Plan and annexes.	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Director of Emergency Services.	
<input type="checkbox"/> Participate in City, County, regional, State, and federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Shasta County Operational Area Emergency Operations Center. Include appropriate regional, State, and federal emergency contacts for terrorism response.	
<input type="checkbox"/> Ensure that terrorism response equipment and personnel inventories for the County and for the regional teams are updated. This includes response to chemical, biological, radiological, nuclear, and explosive agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.	
<input type="checkbox"/> Inform County Director of Emergency Services of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
<input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response.	

Terrorism Incident Checklist	
Action Items	Supplemental Information
SURVEILLANCE PHASE (BIO ONLY)	
<input type="checkbox"/> Activate Incident/Unified Command upon recommendation from the Sheriff’s Office. Unified Command may consist of County, regional, State, and federal crisis management and consequence management agencies.	
<input type="checkbox"/> Mobilize appropriate emergency personnel and first responders. When necessary, send fire, hazardous materials, law enforcement, public health, and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.	
<input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of site- and agent-specific health and safety plan.	
<input type="checkbox"/> Assess the situation/confirm the weapons of mass destruction/ chemical, biological, radiological, nuclear and explosive incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard Incident Command System forms may be necessary.	<i>ICS Form 209 – Incident Status Summary</i>
<input type="checkbox"/> Activate public notification procedures. Contact agency and partner emergency personnel to ensure that they are aware of the incident status and are available and staffed to respond.	
<input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.	
<input type="checkbox"/> Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?	
<input type="checkbox"/> Draft an Incident Action Plan. Outline response goals and timelines and prepare for longer term (1–7 day) logistics, staffing, and operations.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Maintain communication between field response crews, city and Operational Area Emergency Operations Centers, Regional Emergency Operations Center, and State Operations Center, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs.	
<input type="checkbox"/> Gather additional information. Include photographs and video recording.	
<input type="checkbox"/> Determine whether the threat level for the affected area should be elevated and inform appropriate agencies.	
<input type="checkbox"/> Determine if any advisories should be issued to the public.	

Terrorism Incident Checklist	
Action Items	Supplemental Information
RESPONSE PHASE	
<input type="checkbox"/> If an explosive device is found, clear the immediate area and notify appropriate first responders. Be cognizant of any secondary devices that may be on site.	
<ul style="list-style-type: none"> ▪ Be cognizant of any secondary devices that may be on site. 	
<ul style="list-style-type: none"> ▪ Be cognizant that chemical, biological, radiological, nuclear and explosive agents may be present. 	
<input type="checkbox"/> Investigate the crime scene and collect vital evidence.	
<input type="checkbox"/> Implement the County Emergency Operations Plan.	
<input type="checkbox"/> Activate the appropriate Emergency Operations Centers and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203 – Organization Assignment List</i>
<ul style="list-style-type: none"> ▪ Establish an Incident Command Post near the incident location. The Incident Command Post should be located uphill and upwind of the incident location. 	
<input type="checkbox"/> Notify supporting agencies (dependent on the type of incident), the County Executive Officer and the County Board of Supervisors.	
<ul style="list-style-type: none"> ▪ Identify local, county, regional, and/or State agencies that may be able to mobilize resources to the Emergency Operations Center for support. 	
<input type="checkbox"/> Determine the type, scope, and extent of the Terrorism incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.	<i>ICS Form 209 – Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Notify the regional Hazardous Materials Team, public health agencies, support agencies, dispatch centers/public safety answering points, adjacent jurisdictions, Federal agencies (including Federal Bureau of Investigation), and Emergency Function leads/coordinators of any situational changes. 	
<ul style="list-style-type: none"> ▪ Verify that the hazard perimeter and hazard zone security have been established. 	
<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. 	
<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. 	
<input type="checkbox"/> Determine whether the threat level for the affected area should be elevated and inform appropriate agencies.	

Terrorism Incident Checklist	
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<input type="checkbox"/> Disseminate appropriate warnings to the public.	<i>Emergency Function 15 Public Information Annex of the County EOP</i>
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> <input type="checkbox"/> Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City Emergency Operations Centers, the Operational Area Emergency Operations Center and State Operations Center, as appropriate. Confirm operable phone numbers and backup communication links.	<i>Emergency Function 2 Communications Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	
<ul style="list-style-type: none"> <input type="checkbox"/> Notification to the California Highway Patrol and the Federal Bureau of Investigation is required for all terrorism incidents. 	
<ul style="list-style-type: none"> <input type="checkbox"/> If an incident occurs on State highways, ensure that the California Department of Transportation has been notified. 	
<ul style="list-style-type: none"> <input type="checkbox"/> Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
<ul style="list-style-type: none"> <input type="checkbox"/> If agricultural areas and livestock are potentially exposed, contact local Extension Services (California University) and the Shasta County Agricultural Commissioner, County Health and Human Services Agency, California Department of Agriculture, and the State Veterinarian, as applicable to situation. 	<i>Emergency Function 11 Annex to the County Emergency Operations Plan</i>
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.	
<input type="checkbox"/> Implement local plans and procedures for terrorism operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	
<input type="checkbox"/> Obtain current and forecasted weather to project potential Hazardous Materials vapor plumes (<i>recurring</i>).	<i>Emergency Function 10 Hazardous Materials Annex of the County Emergency Operations Plan</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Note: Vapor plume modeling support may be obtained through regional Hazardous Materials Teams and/or through State, and/or Federal environmental protection agencies. 	

Terrorism Incident Checklist	
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<p><input type="checkbox"/> Determine the need to implement evacuations and sheltering activities (<i>recurring</i>). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made.</p> <ul style="list-style-type: none"> ▪ Note: Refer to the United States Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source. 	<p><i>Emergency Function 6 Care and Shelter Annex of the County Emergency Operations Plan</i></p>
<p><input type="checkbox"/> Determine the need for and activate emergency medical services (<i>recurring</i>).</p>	<p><i>Emergency Function 8 Public Health and Medical Annex of the County Emergency Operations Plan</i></p>
<p><input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels (<i>recurring</i>).</p>	<p><i>Emergency Function 7 Resources Annex of the County Emergency Operations Plan</i></p>
<p><input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.</p>	<p><i>Basic Plan of the County Emergency Operations Plan</i></p>
<p><input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.</p>	
<p><input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.</p>	<p><i>ICS Resource Tracking Forms</i></p>
<p><input type="checkbox"/> Develop plans and procedures for registering regional hazardous materials or health and medical teams as they arrive on the scene and receive deployment orders.</p>	
<p><input type="checkbox"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).</p> <ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and lead Public Information Officer before dissemination to the public and/or media partners. 	<p><i>Emergency Function 15 Public Information Annex of the County Emergency Operations Plan</i></p>
<p><input type="checkbox"/> Record all Emergency Operations Center activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.</p>	<p><i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i></p>
<p><input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.</p>	
<p><input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.</p>	

Terrorism Incident Checklist	
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<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Coordinate with private sector partners, as needed.	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	<i>Emergency Function 14 Recovery Annex of the County Emergency Operations Plan</i>
<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the County, the responsible party (if known), and the California Oil Spill Prevention and Response division. Support from the Environmental Protection Agency may be necessary.	
<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Emergency Operations Center.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	